



Lower Chattahoochee Workforce Development Board (Telephonic) Quarterly Meeting

December 17, 2020

Columbus Consolidated Government
Job Training Division (LCWDA-14)

ZOOM MEETING

Columbus, Georgia 31902

Type of meeting:

LCWDB (TELEPHONIC) QUARTERLY MEETING

Agenda topics

- I. Welcome & Roll Call Chester Randolph, WDB Chair
 - a. Approval of Minutes
(June 18, 2020)
- II. Approval of Executive Committee's Actions (September 24, 2020) Howard Pendleton, WIOA Director
 - a. Approval of Regional Plan
 - b. Approval of ETPL Requests
 - 1. 1 On 1 Technical College, INC.
(ETPL Application)
 - 2. Georgia Driving Academy
(ETPL Programming Changes)
- III. Approval of RFPs for Adult and Dislocated Worker Services for PY2021
- IV. Approval of Car Purchase
- V. Financial Report
- VI. Old Business
- VIII. Adjournment

TO JOIN ZOOM MEETING:

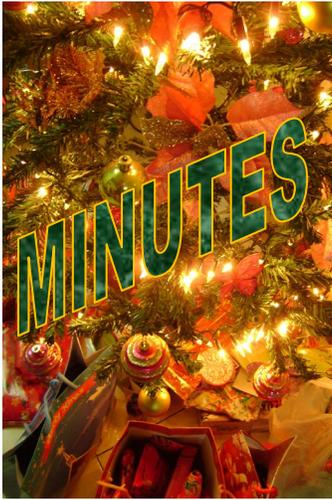
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Lower Chattahoochee Workforce Development Board (Telephonic) Quarterly Meeting

December 17, 2020

Columbus Consolidated Government Annex
Job Training Division (LCWDA-14)

ZOOM MEETING

Columbus, Georgia 31902-1340

Type of meeting:

LCWDB (Telephonic) Quarterly Board Meeting

Board Members in attendance:

Chester Randolph, C. Randolph & Associates, LLC (WDB Chair)
Georgia Bethune, Rolling Hills Food Services (formerly L & S, INC.)
Carl Brown, C. Brown & Associates
Tony Calloway, Calloway & Associates, INC.
Travis Chambers, Elite Ventures Leasing & Mgt.
Nakisial Cromwell, GA Voc Rehab Services
Jeff Deppe, IBEW, Local 613
Belva Dorsey, Enrichment Services Program, INC.
Elsie Farley, Pearl's Catering
Corey Geter, Pratt & Whitney
April Hopson, Columbus Technical College
Carolyn Hugley, State Farm Insurance Agency
Barbara Jackson, Piedmont Hospital
Rick Jones, CCG Dept. of Community & Economic Development
Konan, Tricia, Goodwill Industries of the Southern Rivers, INC.
Sendreka Lakes, Greater Columbus, GA Chamber of Commerce
Carvel Lewis, Lewis Mortuary II
Jamie Loyd, Columbus Technical College
John Martin, The Martin Law Firm
Patricia "Ann" McNeer, Master Tax Solutions, INC.
Ernestine Ramsey, A.J. McClung YMCA, INC. (Retired)
Wanda Rutledge, Kinetic Credit Union
Saleemah Sabree, Legacy Links
Dexter Smith, Communication Workers of America, Local 3212
Frederick "Rick" Stoller, Job Corp.
Wendy Timmons, Sixty-Two Graphic Studio
Amy Varnum, GA Department of Labor
Tim Vinson, Muscogee County School District
Eddie Watson, Clay Hill Hunting
Joe Lee Williams, Stewart County Board of Commissioners

WIOA Staff

Howard Pendleton
James Shipp
Feleshia Marshall
Lisa Lane

Guest

Robert Gordon, IN THE DOOR
Jerry Myers, IN THE DOOR
Crystal Mills, One-Stop Operator
Nianthia "Nesa" Spellens, Dr. Richard Bloom's Ofc.



Agenda Discussion

I. Welcome & Roll Call

Chester Randolph, WDB Chair

The following is a summary of the ZOOM meeting discussion during the COVID-19 pandemic and the State of Emergency/Shelter-in-place order issued by the Governor of the State of Georgia as it pertains to the Workforce Innovation and Opportunity Act of 2014 and the responsibilities conferred upon the local workforce area, which comprises the eight-counties of Chattahoochee, Clay, Harris, Muscogee, Quitman, Randolph, Stewart and Talbot, and the cities and municipalities contained therein.

This summary contains motions presented for approval. These minutes are open for public viewing and made available upon request.

After all attendees had been permitted access into the Zoom meeting, Roll was officially taken, enough members were present to satisfy a quorum for voting.

The meeting was called to order by Chair Chester Randolph. He began by welcoming members present and thanked them for their attendance.

The Chair asked if there was any discussion regarding the June 18, 2020 Board meeting minutes which had been provided earlier through electronic mail (A copy is attached to original minutes as permanent record). Dexter Smith noted there was one correction that needed to be made, Under the first item welcome and roll call – “Action Taken” the date of the minutes being approved should read, “December 19, 2019” instead of December 19, 2020. The correction was duly noted, and the minutes were amended to reflect the correct date. The Chair requested a motion to approve the June 18, 2020 minutes as amended.

Action Taken:

Tony Calloway so moved and Dexter Smith properly second, approval was granted by majority of all active board members in attendance to approve the June 18, 2020 minutes as amended.

II. Approval of the Executive Committee’s Actions (09/24/2020)

Howard Pendleton, WIOA Director

The WIOA Director noted that there were items of business that had to be conducted that had arose and required action before the regularly scheduled meeting in December. Therefore, the Executive Committee had met (09/24/2020) to act on the Board’s behalf and their actions must now be approved by the Board. The following is a synopsis of the actions taken:

a. APPROVAL OF THE REGIONAL PLAN

The WIOA Director reiterated that in accordance with WIOA, local areas being a part of a planning region (we’re a part of Region 8) the preparation and submission of a regional plan was required in addition to the Local Plan that was prepared and submitted for our area (Area-14). The Local Plan had been approved. We had completed the regional plan in coordination with Middle Flint (Area 15). The WIOA Director provided a brief overview the regional plan. We posted the plan for public comment as required. However, no comments were received. The Executive Board met and approved the Regional Plan for submission to the State for their approval.

The Chair asked if there was any other questions or discussion. There being no further discussion, the WIOA Director continued.

b. APPROVAL OF THE ETPL REQUESTS

1. **ETPL APPLICATION:**

PROPOSED PROVIDER: 1 On 1 Technical College, INC.

LOCATION: 703 Industrial Circle, Phenix City, AL 36869

Proposed programs of study approved by the Executive Committee were as follows:

CERTIFIED MEDICAL ADMINISTRATIVE ASSISTANT

TRAINING LENGTH: 6 weeks; 48 curriculum hours (2 days per week; 8 hours per week)

TRAINING COST: \$1,672.00 (includes tuition, books, tools, supplies, uniforms, and certification exam)

CLINICAL MEDICAL ASSISTANT

TRAINING LENGTH: 10 weeks; 160 curriculum hours (4 days per week; 20 hours per week)

TRAINING COST: \$2,125.00 (includes tuition, books, tools, supplies, uniforms, and certification exam)

MEDICAL BILLING & CODING CERTIFICATE PROGRAM

TRAINING LENGTH: 9 weeks; 126 curriculum hours (4 days per week; 16 hours per week)
TRAINING COST: \$2,440.00 (includes tuition, books, tools, supplies, uniforms, and certification exam)

PHLEBOTOMY

TRAINING LENGTH: 6 weeks; 48 curriculum hours (4 days per week; 8 hours per week)
TRAINING COST: \$1,166.00 (includes tuition, books, tools, supplies, uniforms, and certification exam)

During discussion it was noted that based upon programs of study, the training facility, or vocational training provided, proposed training costs were competitive to comparable training in local workforce area. A plus was that the addition to ETPL gave customers additional choices of program of study (*Programs of Study are WIOA approved and listed on the Alabama ETPL*). Members agreed that the addition of this Vendor would be beneficial to our local area especially since they were already approved for WIOA in the State of Alabama.

The Chair asked if there was any other discussion. There being no further discussion, the WIOA Director continued.

2. ETPL PROGRAMMING CHANGES:

PROVIDER: Georgia Driving Academy (GDA)

LOCATION: 3625 Manchester Expressway, Suite C, Columbus, GA 31909

PROPOSED PROGRAMMING CHANGES:

GDA was approved to offer a 180 Hour Class A Training Program. The proposed programming changes considered was, GDA would continue to offer the 180 Hour Program for individuals who wanted to obtain a Class A CDL utilizing a standard (transmission) vehicle for training and skills testing, but there would be an increase in tuition costs of \$600. The 160 Hour Program was based on utilizing an automatic (transmission) truck for road and skills testing. The 160 Hour Program would be offered at the previous 180 Hour Standard (Transmission) Program rate. Individuals in the 160 Hour Program receiving a Class A CDL would have a restriction of only operating commercial vehicles with an automatic transmission on their license. The changes approved by the Executive Committee were as follows:

180 Hour Class A (Standard Transmission) Program increase of \$600 in tuition from \$3,995 to \$4,595 + \$272 for exam fees = \$4,867 total ;and the addition of:

160 Hour Class A (Automatic Transmission) Program Tuition \$3,995 + \$272 exam fees = \$4267 total

The chair asked if there were any questions or any further discussion. There being no further discussion, the Chair asked for a motion to approve the actions taken by Executive Committee on 09/24/2020.

Motion Presented: Request Board approval of the Executive Committee's actions taken 09/24/2020 for: a.) The approval of the Regional Plan and the submission to the State for final approval; and b.) The approval of the ETPL List Requests for 1.) approval of 1 On 1 Technical College, INC., and their programs of study for: Certified Medical Administrative Assistant (total program costs: \$1,672.00); Clinical Medical Assistant (total program costs: \$2,125.00); Medical Billing & Coding Certificate Program (total program costs: \$2,440.00); and Phlebotomy (total program costs: \$1,166.00) be recommended for inclusion on the State ETPL List for Area 14; and 2.) Proposed Programming Changes for Georgia Driving Academy (GDA) 180 Hour Class A (Standard Transmission) Program (total program costs: \$4,867.00) and the additional of the 160 Hour Class A (Automatic Transmission) Program (total program costs: \$4,267.00) be recommended for inclusion on the State ETPL List for Area 14.

Action Taken:

Carl Brown moved and Tony Calloway properly second, the motion was approved by the full majority of Board members present.

III. Approval of RFP for Adult / Dislocated Worker Services for PY2021

Mr. Pendleton informed Board members that the contracts renewed for Program Year 2020 were the second year of the two-year renewal option for the Adult/Dislocated Worker Job Development and Placement Services; and the On-the-Job Training for Dislocated Worker Services. A request to grant the WIOA Director authorization to competitively procure work experience services for the adult/dislocated worker population; and on-the-job training for the dislocated worker population in our workforce area for Program Year 2021 were being made. If approval were granted for the Director to do so, a notice for Request for Proposals (RFPs) for the Adult/Dislocated Worker Work Experience Services and the On-the-Job Training Services for Dislocated Workers would be published in the newspapers in our workforce area. Mr. Pendleton noted on the release date, the WIOA Administration would post the proposal on the Job Training Division's webpage at www.columbusga.org/wia for public access or a copy could be obtained at

the Job Training Division Offices. The estimated release date would be February 1, 2021. A Bidder's Conference would be scheduled during the week of February 8 through February 12, 2021 (depending on the Annex Conference Room's availability) and interested parties would have an opportunity to get answers to any questions they may have regarding the bid process or the RFP. Mr. Pendleton noted the Bidder's Conference would be the only opportunity to ask questions and responses given about the solicitation package. The estimated submission date would be March 12, 2021, no later than 5:00 PM.

Mr. Pendleton noted the Board would grant final approval of the contract awards during the next Board meeting. A request was also being made that the Board grant authorization to proceed with the contract negotiations once the Contract Review Committee had conducted their evaluation of the proposals received and the Board granted final approval of the award.

The Chair asked if there were any questions. With no further discussion, the following motions were presented.

Motions Presented: 1.) Request Board grant authorization for the WIOA Director to publish notice for Request for Proposals (RFPs) for the Adult/Dislocated Worker Work Experience Services and the On-the Job Training Services for Dislocated Workers for Program Year 2021; and 2.) Authorize the Director to proceed with contract negotiations upon the Contract Review Committee's recommendation of a contract award with final approval being granted by the Board during the next Board meeting.

Action Taken:

Carolyn Hugely so moved and Dexter Smith properly second, the motion was approved by the full majority of Board members present.

IV. Approval of Car Purchase

Mr. Pendleton informed the Board members that a copy of the Evaluation report received from James Mang; Fleet Manager of the Department of Public Works in February 2018 had been provided in the agenda packets (A copy is attached to original minutes as permanent record). He noted Fleet Management's evaluation revealed that the 2003 Dodge Intrepid Sedan's (V#10290) value was -0- and the costs for repairs would exceed \$2,375 as the transmission would have to be replaced. Their recommendation was to salvage the vehicle (V#10290) and purchase another vehicle better suited for its intended purpose/function.

Mr. Pendleton reminded members that the purchase of a new vehicle had been approved during the March (03/15/2018) quarterly board meeting. At the time, the proposed vehicles listed on the City's State Contract were Chevy Impalas in the price range of \$19,000 dollars. However, due to budget constraints, Columbus' City Council froze capital purchases for the year, so we did not proceed in seeking the State's approval for the large purchase.

We were informed during the City's budgeting process for PY20/FY21 that the freeze for certain Capital purchases had been lifted and we may proceed with our purchase of a replacement vehicle. After re-assessing the situation, it was determined that a Mid-Sized SUV 4WD would better suit our needs to accommodate for equipment, hardware, and staff to attend Job Fairs, Workshops, Trainings and/or Conferences. The City's State Contract lists mid-sized SUV 4WDs within the price range of \$25,000. Therefore, we are requesting that the Board grant the WIOA Director authority to submit a large purchase request to the State for approval to proceed with the purchase of a replacement vehicle; and if approved, purchase the Mid-sized SUV 4WD from the City's State contract with the purchase price not to exceed \$25,000.00.

During discussion, several members expressed their thoughts that purchasing an SUV rather than a Sedan made more sense. Overall, the members agreed the SUV was the better choice to accommodate for equipment and staff.

The Chair asked if there were any questions. With no further discussion, the following motions were presented.

Motions Presented: Request Board grant authorization for the WIOA Director to submit a large purchase request to the State for the purchase of the replacement vehicle; and if approved, purchase the Mid-Sized SUV 4WD from the City's State Contract with a purchase price not to exceed the budgeted price of \$25,000.00.

Action Taken:

Carl Brown so moved and Tony Calloway properly second, the motions were approved by the full majority of Board members present.

V. Financial Report

A report of the WIOA Local Area Grant Summary broken down by youth/adult/dislocated worker funds was provided to Board members for discussion. (A copy is attached to original minutes as permanent record). Mr. Pendleton provided a brief overview and discussion of awards and expenditures and discussed the challenges our Local Area was facing with the ever-emerging changes due to the pandemic. The Chair noted innovation was key in servicing dislocated workers, adults/youth successfully.

Action Taken:

No action required.

VI. Old Business

Jamie Loyd with Columbus Tech. addressed the board, thanking Mr. Pendleton for his leadership and always making himself available to board members despite any circumstances, and also wanted to mention back in March (2020) right as the pandemic hit, Columbus Tech offered ten free developmental courses on-line as a service to partners and the community. We had no idea of its success, as it is still being offered and on-going, but as of last week, we received word that so far there were 1,200 individuals registered to take advantage of these courses. Probably two-thirds of those individuals were from either Muscogee or Harris

Counties. The other four or five hundred came from other states. I think there were seventy something counties in Georgia were involved and even some individuals from India were taking some of the courses we were offering for free. Of those 1,200 individuals, approximately 4,500 professional development certificates have been earned. Currently, some of the high schools from the northern counties in the state were utilizing these courses. So, we will continue to offer them. It has been a great success.

The other item I wanted to mention is the State received a USDOL Grant for apprenticeships and due to the pandemic the USDOL has extended the grant a year until September 2021. So this is an exciting time. We (Columbus Tech.) have a lot going on.

The Chair asked if there were any other announcements. There was no further discussion.

Action Taken:

No action required.

VII. Adjournment

The next meeting will be the first quarterly meeting of the new calendar year (2021). The next quarterly board meeting will be held Thursday, March 18, 2021. The Chair again asked if there was any other discussion. There being no further discussion, the Chair thanked everyone for their attendance and wished everyone and their families a happy, healthy holiday season! The meeting was adjourned.

Action Taken:

No action required.

Minutes Reviewed By: Howard T. Pendleton

Approval Date: 03/18/2021

Member Name	Organization	Action Taken							
		Agenda Item I (Minutes: 06/18/2020)				Agenda Item II a. (Exc. Com. Actions 09/24/2020) (Approval of Regional Plan)			
		Yes	No	Absent	Abstain	Yes	No	Absent	Abstain
Bethune, Georgia	L & S Services	X				X			
Bloom, Richard, M.D.	Brookstone Surgical Center			X				X	
Brown, Carl	Upshaw, Brown & Associates	X				X			
Calloway, Tony	Primerica	X				X			
Chambers, Travis	Elite Realty	X				X			
Cromwell, Nakisial	GA Voc Rehab Svc.	X				X			
Degroot, Maryrose	Valley Hospitality			X				X	
Deppe, Jeff	IBEW, Local 613	X				X			
Dorsey, Belva	Enrichment Services	X				X			
Evans, Jonathan	Housing Authority of Columbus, GA			X				X	
Farley, Elsie	Pearl's Catering	X				X			
Geter, Corey	Pratt & Whitney	X				X			
Harp, Charles	Swift Spinning			X				X	
Hopson, April	Columbus Tech	X				X			
Hugley, Carolyn	State Farm Insurance	X				X			
Jackson, Barbara	Piedmont Hospital	X				X			
Jones, Rick	CCG Eco / Dev	X				X			
Konan, Tricia	Goodwill Industries	X				X			
Lakes, Sendreka	Columbus Chamber of Commerce	X				X			
Lewis, Carvel	Lewis Mortuary II	X				X			
Loyd, Jamie	Cols Tech College	X				X			
Martin, John	The Martin Firm	X				X			
McNeer, Ann	Master Tax Solutions	X				X			
Ramsey, Ernestine	A.J. McClung YMCA	X				X			
Randolph, Chester	C. Randolph & Assoc.	X				X			
Reed, Marva	Dept Health & Human Services			X				X	
Ruff, Gwendolyn	Cols Water Works			X				X	
Rutledge, Wanda	Kinetic Credit Union	X				X			
Sabree, Saleemah	Experience Works	X				X			
Smith, Dexter	Com Workers of USA, Local 3212	X				X			
Stoller, Frederick	Job Corps.	X				X			
Timmons, Wendy	Sixty-Two Graphic Studio	X				X			
Varnum, Amy	GDOL	X				X			
Vinson, Tim	MCSD	X				X			
Watson, Eddie	Clay Hill Hunting	X				X			
Williams, Joe Lee	Stewart Co. BoC	X				X			
Totals:		30	0	6	0	30	0	6	0

Member Name	Organization	Action Taken							
		Agenda Item II b. (1) (Exc. Com. Actions 09/24/2020) (Approval of ETPL Requests 1 On 1 Technical College)				Agenda Item II b. (2) (Exc. Com. Actions 09/24/2020) (Approval of ETPL Changes Georgia Driving Academy)			
		Yes	No	Absent	Abstain	Yes	No	Absent	Abstain
Bethune, Georgia	L & S Services	X				X			
Bloom, Richard, M.D.	Brookstone Surgical Center			X				X	
Brown, Carl	Upshaw, Brown & Associates	X				X			
Calloway, Tony	Primerica	X				X			
Chambers, Travis	Elite Realty	X				X			
Cromwell, Nakisial	GA Voc Rehab Svc.	X				X			
Degroot, Maryrose	Valley Hospitality			X				X	
Deppe, Jeff	IBEW, Local 613	X				X			
Dorsey, Belva	Enrichment Services	X				X			
Evans, Jonathan	Housing Authority of Columbus, GA			X				X	
Farley, Elsie	Pearl's Catering	X				X			
Geter, Corey	Pratt & Whitney	X				X			
Harp, Charles	Swift Spinning			X				X	
Hopson, April	Columbus Tech	X				X			
Hugley, Carolyn	State Farm Insurance	X				X			
Jackson, Barbara	Piedmont Hospital	X				X			
Jones, Rick	CCG Eco / Dev	X				X			
Konan, Tricia	Goodwill Industries	X				X			
Lakes, Sendreka	Columbus Chamber of Commerce	X				X			
Lewis, Carvel	Lewis Mortuary II	X				X			
Loyd, Jamie	Cols Tech College	X				X			
Martin, John	The Martin Firm	X				X			
McNeer, Ann	Master Tax Solutions	X				X			
Ramsey, Ernestine	A.J. McClung YMCA	X				X			
Randolph, Chester	C. Randolph & Assoc.	X				X			
Reed, Marva	Dept Health & Human Services			X				X	
Ruff, Gwendolyn	Cols Water Works			X				X	
Rutledge, Wanda	Kinetic Credit Union	X				X			
Sabree, Saleemah	Experience Works	X				X			
Smith, Dexter	Com Workers of USA, Local 3212	X				X			
Stoller, Frederick	Job Corps.	X				X			
Timmons, Wendy	Sixty-Two Graphic Studio	X				X			
Varnum, Amy	GDOL	X				X			
Vinson, Tim	MCSD	X				X			
Watson, Eddie	Clay Hill Hunting	X				X			
Williams, Joe Lee	Stewart Co. BoC	X				X			
Totals:		30	0	6	0	30	0	6	0

Member Name	Organization	Action Taken							
		Agenda Item III (Approval of RFPs for Adult & Dislocated Worker Services for PY2021)				Agenda Item IV (Approval of Vehicle Purchase)			
		Yes	No	Absent	Abstain	Yes	No	Absent	Abstain
Bethune, Georgia	L & S Services	X				X			
Bloom, Richard, M.D.	Brookstone Surgical Center			X				X	
Brown, Carl	Upshaw, Brown & Associates	X				X			
Calloway, Tony	Primerica	X				X			
Chambers, Travis	Elite Realty	X				X			
Cromwell, Nakisial	GA Voc Rehab Svc.	X				X			
Degroot, Maryrose	Valley Hospitality			X				X	
Deppe, Jeff	IBEW, Local 613	X				X			
Dorsey, Belva	Enrichment Services	X				X			
Evans, Jonathan	Housing Authority of Columbus, GA			X				X	
Farley, Elsie	Pearl's Catering	X				X			
Geter, Corey	Pratt & Whitney	X				X			
Harp, Charles	Swift Spinning			X				X	
Hopson, April	Columbus Tech	X				X			
Hugley, Carolyn	State Farm Insurance	X				X			
Jackson, Barbara	Piedmont Hospital	X				X			
Jones, Rick	CCG Eco / Dev	X				X			
Konan, Tricia	Goodwill Industries	X				X			
Lakes, Sendreka	Columbus Chamber of Commerce	X				X			
Lewis, Carvel	Lewis Mortuary II	X				X			
Loyd, Jamie	Cols Tech College	X				X			
Martin, John	The Martin Firm	X				X			
McNeer, Ann	Master Tax Solutions	X				X			
Ramsey, Ernestine	A.J. McClung YMCA	X				X			
Randolph, Chester	C. Randolph & Assoc.	X				X			
Reed, Marva	Dept Health & Human Services			X				X	
Ruff, Gwendolyn	Cols Water Works			X				X	
Rutledge, Wanda	Kinetic Credit Union	X				X			
Sabree, Saleemah	Experience Works	X				X			
Smith, Dexter	Com Workers of USA, Local 3212	X				X			
Stoller, Frederick	Job Corps.	X				X			
Timmons, Wendy	Sixty-Two Graphic Studio	X				X			
Varnum, Amy	GDOL	X				X			
Vinson, Tim	MCSD	X				X			
Watson, Eddie	Clay Hill Hunting	X				X			
Williams, Joe Lee	Stewart Co. BoC	X				X			
Totals:		30	0	6	0	30	0	6	0